



## MEMORANDUM

TO: Indiana Area Vocational Directors

FROM: Christopher Deaton  
Director of Adult/Career and Technical Education

DATE: March 24, 2014

SUBJECT: Completion Data Reporting Process & Information

Greetings. You will find information in a series of memos which are intended to provide clarification and direction on our expectations and process for the reporting of data in Spring 2014.

Included are the following informational memos:

- Directions for reporting Completion data on Perkins indicators
- Terminology / Definitions for Perkins IV
- Authority to Collect Data statement
- Nontraditional DOE codes
- Local Guidelines and Procedures for Data Collection
- SSN Statement

\* Documents will be posted on website.

• Indicator results will not be mailed they will be posted on our website and in INTERS, the link to the website is: <http://www.in.gov/dwd/2440.htm> .

Michael R. Pence, *Governor*  
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Below are three changes that were made last year that we feel like needed to be highlighted again this year.

- SANCTIONS for being LATE will be strictly enforced. With data due June 27th, we have clear alignment to hold new funding until Spring data has been received. Previously we have indicated this sanction would take place in extreme circumstances, however in order to stress the importance of the due date we are now making this sanction applicable in all circumstances. This will also be applicable to fall data reporting.

- DATA needed for 1 HOUR COURSES. The definitions used for federal indicators have expanded to include the universe of all CTE students previously the definitions did not include one hour courses. Effectively, data will have to be reported on students in 1 hour classes if those students are enrolled in a sequence that can lead to concentration/completion and/or if the student is enrolled in Project Lead The Way.

- STNs & SSNs reporting. These two data points are critical for placement tracking and analysis. A district is expected to supply valid and accurate STNs for every student. A district is expected to ask for SSNs from every student and supply those SSNs which are received. This reporting is applicable to every student, including 1 hour students. Keep in mind, if no SSN is received the AVD is responsible for supplying a current address.

While we recognize this is a lot of information, we are trying and will continue trying to reduce the burden on schools for this data collection. Please take the time to review the attached information for details and contact me ([cdeaton@dwd.in.gov](mailto:cdeaton@dwd.in.gov) or 317-233-6697) with any questions.